

Department of Personnel

Rate Day

April 1, 2004

DOP Structure

◆ Personnel Services

- Personnel Services Charge

◆ Human Resources Information Systems

- HRISD Charges

Personnel Services

- ◆ Job Classification
- ◆ Compensation
- ◆ Recruitment
- ◆ Testing
- ◆ Affirmative Action/Workforce Diversity
- ◆ Americans with Disabilities Act

Personnel Services

- ◆ **Candidate Referrals**
- ◆ **Labor Relations**
- ◆ **Career Services**
- ◆ **Employee Advisory Service**
- ◆ **GAAPCOM**

Personnel Services Charge

◆ Funds all of these...

◆ Plus:

- Personnel Appeals Board (PAB)
- Productivity Board (Secretary of State)
- Public Employment Relations Commission (PERC)

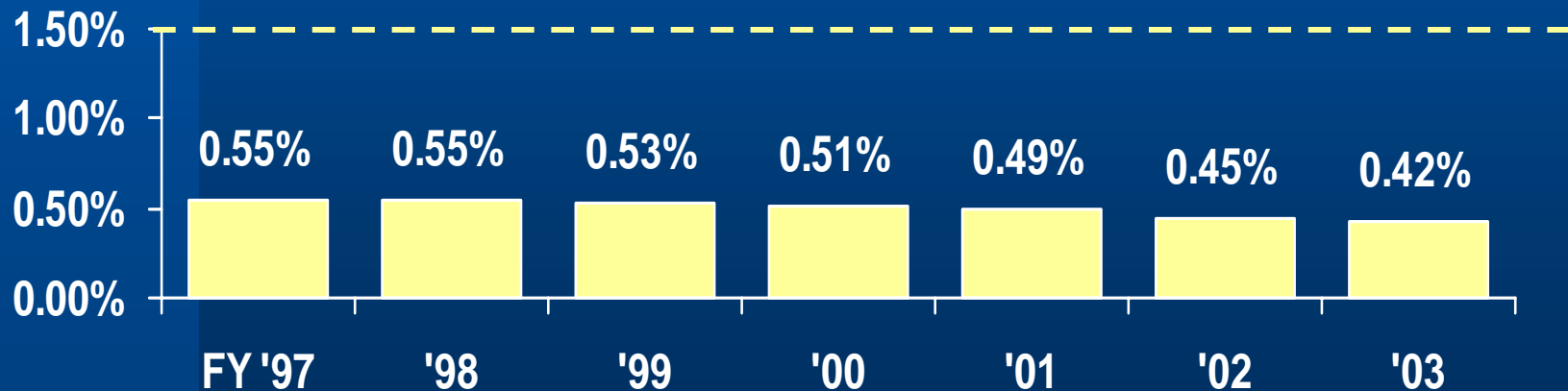
Personnel Services Charge

- ◆ Established in RCW 41.06.280
- ◆ Allowed up to 1.5% of Merit System Classified Salaries

Personnel Services Charge

◆ Rate charged

- Has declined steadily over last decade
- Is well below 1.5% allowed by law



Personnel Services Charge

- ◆ **Current Rate FY04 is 0.43%**
 - **A slight increase over FY03 due to the inclusion of PERC this biennium.**

Personnel Services Charge

- ◆ The rate charged is a function of two variables:
 - DOP, PAB, PB, PERC combined (415) appropriation
 - Total classified salaries of all merit system agencies

Personnel Services Charge

◆ The rate will INCREASE if:

- Classified salaries decline and
- The DOP, PAB, PB, and PERC budgets remain the same or increase

Personnel Services Charge

- ◆ **The rate will remain the SAME if:**
 - **Classified salaries decline and**
 - **The DOP, PAB, PB, and PERC budgets decline proportionally**

OR...

 - **Classified salaries increase and**
 - **The DOP, PAB, PB, and PERC budgets increase proportionally**

Personnel Services Charge

- ◆ The rate will **DECREASE** if:
 - Classified salaries rise and
 - The DOP, PAB, PB, and PERC budgets remain the same or decline

Personnel Services Charge

◆ CALCULATION METHOD:

- Billed once per year
- Classified Salary Survey
- Amount billed covers combined (415) appropriation
- Divided by total classified salaries
- Adjustments

HRISD Overview

- ◆ **Human Resource Information Systems Division (HRISD) supports the mainframe payroll and personnel systems for 117 state entities and over 65,000 employees.**
 - Payroll
 - Candidate Referral
 - Leave
 - Training
 - Insurance Benefits
- ◆ **HRISD mainframe systems directly support 75 external systems totaling 350+ interfaces for 43 organizations.**

HRISD Overview

- ◆ **HRISD staff supports the state's human resource business with new technologies: LAN/WAN; desktop support; web sites; and client/server and web enabled applications.**
 - **Human Resource Data Warehouse**
 - **Internet Employment Application Process**
 - **On-Line State Employee Survey**
 - **E-Learning**
 - **On-Line Salary/Benefits Survey**

HRISD Rates/Revenue

- ◆ Payroll and personnel systems costs are charged to state agencies per RCW 41.07.030
- ◆ Revenue increases/decreases depend upon the number of employees on the state's payroll during each pay period.

HRISD Rates/Revenue

Rate History

	<u>1982-89</u>	<u>1989-99</u>	<u>1999-2002</u>	<u>Current</u>
Warrant (per)	\$1.80	\$2.00	\$2.35	\$3.06
Employee Record (monthly)	\$1.00	\$1.10	\$1.30	\$1.75

New HRMS System

◆ Implementation Costs

- **Agency Surcharge** **\$10 million**
(one time charge to agencies)
 - **COP Financing** **\$39 million**
(requires debt service)
- \$49 million**

New HRMS System

COP Debt Service

- ◆ **Debt service should begin in FY 2005.**

(OFM included \$5.7 million in agency budgets for debt service in '03-'05)

- ◆ **OFM plans to include sufficient funding in future budgets for debt service.**